

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
CONSERVATION AND RESOURCE DEVELOPMENT DIVISION**

**RECLAMATION AND DEVELOPMENT GRANTS PROGRAM
PROJECT PLANNING GRANT APPLICATION**

This application provides general information about planning grant eligibility, application procedures, contracting conditions, and required deliverables. Please provide all information required. Instructions and forms for applications begin on page 4.

A. PLANNING GRANT OVERVIEW

As the result of actions taken by the 2007 Montana Legislature, the Montana Department of Natural Resources and Conservation (DNRC) is now offering planning grants to local governments under its Reclamation and Development Grants Program (RDGP). These grants are intended to assist local jurisdictions with the planning and design of technically feasible natural resource projects eligible for funding consideration during the next regularly scheduled RDGP grant cycle beginning May 15, 2008.

Planning grant funds can be applied only toward consulting or engineering services, with the exception of applicant administrative expenses up to 2% of the awarded grant amount.

B. APPLICANT ELIGIBILITY

RDGP planning grants are available to city, county, or other local political subdivisions or Tribal governments within the state. State and federal agencies and private corporations and individuals are ineligible to receive planning grant funding.

C. PROJECT ELIGIBILITY

As explained in Section A, the intent of this program is to fund planning efforts for natural resource projects funded through the RDGP. Planning activities may include development of a preliminary engineering report, alternatives evaluation, a work plan/cost estimate, feasibility studies, public input activities, sampling and analysis, or other activities that lead to development of a full-scale project. A RDGP planning grant must support planning for a natural resource project that falls into one of the following two categories:

1. Mineral Development

Under this category, planning grants must address at least one of the following:

- reclamation of land, water, or other resources adversely affected by mineral development (mining and oil and gas development);
- mitigation of damage to natural resources caused by mineral development; and
- investigation and remediation of sites where hazardous wastes or regulated substances threaten public health or the environment.

2. Crucial State Need

Under this category, a project need not address damage caused by mineral development. Projects addressing a crucial state need must prevent or eliminate severe and unacceptable damage to natural resources or capture extraordinary public benefit that would otherwise be lost. Public benefit from implementation of this type project must directly relate to natural resources. When reviewing planning grant applications, DNRC will seek an opinion from a state agency regarding qualification of the project for meeting this definition of crucial state need.

D. FUNDING LIMITS

The 2007 legislature authorized \$800,000 to fund planning grants for the RDGP beginning July 1, 2007. Grants may be awarded for any amount up to \$50,000. For the biennium ending June 30, 2009, DNRC will consider only one planning grant per project. An applicant may submit an application for more than one project. No matching funds are required for an applicant to receive a planning grant.

E. APPLICATION SUBMITTAL AND REVIEW

Two copies of your application must be submitted to:

Montana Department of Natural Resources and Conservation
Resource Development Bureau
1625 11th Avenue
Helena, Montana 59620-1601
Phone: (406) 444-6668
Fax: (406) 444-6721

This application form and instructions are available electronically on the DNRC website at: <http://www.dnrc.mt.gov/cardd/> or by contacting DNRC at the above address or phone number. If you need additional information or wish to ascertain the availability of planning grant funding, please contact Greg Mills at 444-6723.

Planning grant application deadlines for the biennium ending June 30, 2009 are:

- June 30, 2007
- September 30, 2007
- December 31, 2007
- March 31, 2008

The September 30, December 31, and March 31 deadlines are tentative. Once funds are exhausted, subsequent grant cycles will be terminated.

In addition to determining an applicant's responsiveness to the basic eligibility requirements stated in this application, DNRC will evaluate planning grant applications and evaluate them for funding in accordance with the following criteria as applied to the planned project:

- (a) the degree of benefit to natural resources;
- (b) the degree to which the applicant has developed a well reasoned, achievable strategy for dealing with the problem or need;

- (c) the degree of need and urgency for the project;
- (d) the degree to which the project is likely to produce near-term, on-the-ground results;
- (e) the reasonableness, clarity, and completeness of the project budget;
- (f) the degree to which the project results are attainable; and
- (g) the degree to which the project description identifies who, what, why, where, when and how planning grant activities will be conducted.

DNRC may award grants for projects that best meet the above criteria. DNRC will reject applications that do not adequately meet program intent or if funds are not available.

F. REQUIRED CONTRACT DELIVERABLES

Upon award of a planning grant, the grantee must enter into a contract agreement with DNRC. Under terms of the contract, the grantee must submit both a draft and a final report of planning grant activities. The form and content of the reports will be negotiated prior to contract execution and will depend on the nature and type of the planning activities. DNRC approval of the final planning grant report will not guarantee that any subsequent grant application to DNRC will be recommended for funding.

G. PAYMENT

The agreement will not be effective until signed and dated by representatives of the DNRC and the grantee. **Expenses incurred before the grant agreement becomes effective will not be reimbursed.** The contract termination date will depend on the planning needs of the grantee.

The planning grant amount will be paid to the grantee in two payments. DNRC will award 50 percent of the contracted amount upon receipt of a draft report completed in accordance with contracted deliverable requirements.

The grantee will receive the final payment based on the total of actual costs submitted, not to exceed the total contracted amount, upon delivery of a final report and a final invoice. The final report must adequately address DNRC comments on the draft report. The final invoice must contain an accurate accounting of all planning grant expenses that itemize contractor and grantee expenses for time and materials, including hourly rates and work hours, contract award amount, total grant amount expended, any grant amount received, and remaining grant balance, if any.

H. AGENCY COORDINATION

For all proposed projects regulated, or likely to be regulated, in some capacity by the Montana Department of Environmental Quality (DEQ), planning grant applicants must submit with the application a letter from an authorized DEQ official confirming support for the project. The letter should contain DEQ's expectation of when the project can reasonably begin.

PLANNING GRANT APPLICATION

STEP 1: PLANNING GRANT APPLICATION SUMMARY FORM

1. **Name of Applicant(s)** _____
2. **Project Title** _____
3. **Type of Governmental Entity** _____
(For example: municipality, county, conservation district, Tribal, etc.)
4. **Federal Tax ID Number** _____
5. **Requested Planning Grant Amount** _____
6. **Description of Project Location**

7. **Proposed Project Type** (For example: mine reclamation, cleanups under Brownfields or the Voluntary Cleanup and Redevelopment Act, sites affected by oil and gas development or hazardous substance releases, natural resource improvement projects, or other projects meeting crucial state need, etc.)

8. **Authorized Representative:**

(Name) _____ (Title) _____

Mailing Address:

(Street/PO Box) _____

(City/State/Zip) _____ (Telephone) _____

Contact Person:

(Name) _____ (Title) _____
Mailing Address:

(Street/PO Box) _____

(City/State/Zip) _____
Phone:

E-mail Address:

STEP 2: PLANNING GRANT BUDGET

Please provide a budget for planning grant expenses that includes:

- (a) grantee administration expenses (limited to 2% of grant amount or less). List the activity or task, such as hiring an engineer, contract administration, etc.;
- (b) consulting/engineering services (include personnel rates, estimated hours per task, and estimated cost of materials and other direct costs such as travel);
- (c) total expected expenses;
- (d) requested grant amount; and
- (e) other funding sources if grant amount is less than total expenses.

STEP 3: PROPOSED PROJECT DESCRIPTION

A technically feasible project is the desired outcome of planning activities. Planning grant applicants must provide DNRC with a description of key elements needed to attain this objective and the total estimated cost. If planning grant activities cover only a portion of a larger project, explain how the two interrelate. In general, the description must address who, what, why, where, when, and how the planning grant activities will be conducted. The following information is required:

PLEASE LIMIT TO TWO PAGES.

- (a) type of proposed project (Mineral Development or Crucial State Need);
- (b) proposed project location, including a map showing location, county, nearest city or town;
- (c) a brief history of the problem and need for the proposed project;
- (d) overall project goal, including an outline of major tasks and activities;
- (e) expected natural resource benefits associated with the project;
- (f) regulatory issues, if applicable; and
- (g) proposed project schedule, broken down chronologically.

STEP 4: START/COMPLETION DATES:

These apply to planning activities funded by this planning grant.

Start: _____

Completion: _____

STEP 5: AUTHORIZING STATEMENT

An authorized agent representing the applicant, usually the chief elected official, must, by his or her signature, verify that this application is authorized as presented.

I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge.

I further declare that, on behalf of _____ (Applicant), I am legally authorized to enter into a Grant Agreement with the Montana Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all grant funding must be authorized by the Montana Department of Natural Resources and Conservation.

Signature: _____

Date: _____

Title: _____